

WINSLOW TOWNSHIP BOARD OF EDUCATION

Regular Board of Education Meeting

Wednesday, March 17, 2010

Winslow Township Middle School

Agenda

5:00 p.m. (Closed Session) 7:00 p.m. (Regular Session)

I. PUBLIC NOTICE of this meeting was given to all Board Members and Associates in a notice dated **04/30/09 & 03/05/10**. It was advertised in the Courier Post, Philadelphia Inquirer, Atlantic City Press and posted in all schools, the Administration Office, the Municipal Building, the Library, Bud Duble Center and Winslow Township Post Offices.

II. MISSION STATEMENT

The **Mission** of the Winslow Township School District, a large diverse and growing community, is to educate all students to become independent, life-long learners, critical thinkers and caring and confident members of their community. The District, in partnership with the community, and in a climate of cooperation and mutual respect, will provide an academic environment which values excellence and diversity, encourages students to strive for personal excellence, and assists them in acquiring the knowledge, skills and attitudes necessary to contribute positively to a rapidly changing world.

III. ROLL CALL

Cheryl Pitts, Vice President
Mark Benjamin, Sr.
Dino Capaldi
Paul DiMeglio
Eartha Mitchell
Christopher McGinnis

Angelia M. Tutt
Deborah Yanez
John Tomasello, President

H. Major Poteat, Ed.D., Superintendent
Ann Garcia, Ed.D., Bus. Admin./Bd. Secretary
John Comegno, Esq., Solicitor

IV. PLEDGE OF ALLEGIANCE

V. BOARD OF EDUCATION – TEAM CHARTER

1. **At all Times:** Maintain confidentiality; Follow the chain of command; Maintain an open-mind; Listen and speak with respect for others.
2. **Before a Meeting:** Be prepared for board meetings by reading packets prior to board meetings; Refuse to become involved (collectively, as individuals, or in our communities) in micro-management; Get the answers to questions and concerns prior to the board meeting.
3. **During a Meeting:** Listen and speak with respect for others at all times; Vote with conviction; Align our actions as closely as possible to stated goals and objectives; Create an open, problem-solving management climate in which differences and problems are met head-on and clarified rather than swept under the rug or smoothed over; Promote mutual involvement and interdependency rather than selfish competition or subversive rivalry.
4. **After a Meeting:** Develop trust; Uphold all decisions made by the Board; Periodically follow-up on district, board and CSA goals; Understand and respect the separate roles and responsibilities of the board and the administration to confine activities within the boundaries of those roles.

If any board member feels that another board member has violated any provision of this agreement, that board member shall personally talk with the offending board member in an attempt to resolve the issue. If the attempt fails, the board member who feels that another board member has violated this agreement shall bring the matter to the attention of the entire board. Any grievances that arise should be dealt with at the earliest practical opportunity.

VI. EXECUTIVE SESSION

BE IT RESOLVED, the Board of Education will entertain a motion to adjourn into Executive/Closed Session for the purpose of:

- Student Hearings
- Personnel Matters
- Legal Matters

The information discussed in Executive/Closed Session may be disclosed to the public after formal action is taken by the Board of Education on these issues. Certain information that will be discussed in Executive/Closed Session is not to be disclosed to the Public; however, the Board may contemplate taking action at the conclusion of Executive/Closed Session.

On a motion made by _____, seconded by _____, approval to move to Executive Session is granted at _____.	
Exceptions: _____	
Roll Call:	
_____ Ms. Pitts	
_____ Mr. Benjamin, Sr.	_____ Ms. Mitchell
_____ Mr. Capaldi	_____ Ms. Tutt
_____ Mr. DiMeglio	_____ Ms. Yanez
_____ Mr. McGinnis	_____ Mr. Tomasello

VII. BOARD MEMBER TRAINING (5:00 p.m.)

VIII. ADJOURNMENT OF EXECUTIVE SESSION Time: _____

On a motion made by _____, seconded by _____, approval to adjourn is granted.
Exceptions: _____
Voice Vote: _____

IX. AWARDS & PRESENTATION (7:00 p.m.)

1. School No. 3 Student Performance

X. CORRESPONDENCE

XI. MINUTES

Regular Meeting	Wednesday, March 3, 2010	Open/Closed Sessions
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On a motion made by _____, seconded by _____, approval of Minutes is granted.	
Exceptions: _____	
Roll Call:	
_____ Ms. Pitts	
_____ Mr. Benjamin, Sr.	_____ Ms. Mitchell
_____ Mr. Capaldi	_____ Ms. Tutt
_____ Mr. DiMeglio	_____ Ms. Yanez
_____ Mr. McGinnis	_____ Mr. Tomasello

XII. BOARD COMMITTEE REPORTS

XIII. PUBLIC COMMENTS (Time Limited)

Notation of Public Comments on Agenda Items – The Board President will recognize those individuals in the audience who wish to comment. Please respect the following procedures:

1. State your full name and address.
2. Please limit your comments to five minutes.

<p>On a motion made by _____, seconded by _____, approval of Public Comments is granted. Exceptions: _____ <i>Voice Vote:</i> _____</p>

XIV. ADJOURNMENT OF PUBLIC COMMENTS

<p>On a motion made by _____, seconded by _____, approval to adjourn Public Comments is granted. Exceptions: _____ <i>Voice Vote:</i> _____</p>

XV. SUPERINTENDENT’S REPORT

A. THE SUPERINTENDENT RECOMMENDS APPROVAL OF THE FOLLOWING ACTION ITEMS:

1. First Reading of Policies & Regulations

Approve the first reading of the following policies and regulations of the Board of Education:

Policy & Regulations	Title
Property	
#7100	Long-Range Facilities Planning
#7101	Educational Adequacy of Capital Projects
#7102	Site Selection and Acquisition
#7103	Bond Elections
#7130	School Closing
#7230	Gifts, Grants, and Donations
#7243	Supervision of Construction
#7250	School and Facility Names
#7300	Disposition of Property
#7320	Lease of School Premises
#7410	Maintenance and Repair
#7420	Hygienic Management
#7421	Indoor Air Quality Standards
#7422	School Integrated Pest Management Plan
#7430	School Safety
#7432	Eye Protection
#7433	Hazardous Substances

#7434	Smoking on School Grounds
#7435	Alcoholic Beverages on School Premises
#7436	Drug Free Workplace
#7440	Security of School Premises
#7441	Electronic Surveillance In School Buildings and On School Grounds
#7442	Monies in School Buildings
#7444	Use of Metal Detectors
#7450	Property Inventory
#7460	Energy Conservation
#7480	Motor Vehicles on School Property
#7490	Animals on School Property
#7510	Use of School Facilities
#7513	Recreational Use of Playgrounds
#7520	Loan of School Equipment
#7610	Vandalism
#7650	School Vehicle Assignment, Use, Tracking, Maintenance, and Accounting
Operations	
#8110	Attendance Areas
#8130	School Organization
#8140	Pupil Enrollments
#8210	School Year
#8220	School Day
#8310	Public Records
#8311	Managing Electronic Mail
#8320	Personnel Records
#8330	Pupil Records
#8335	Family Educational Rights and Privacy Act
#8420	Emergency Evacuation
#8431	Preparedness for Toxic Hazard
#8441	Care of Injured and Ill Persons
#8442	Reporting Accidents
#8451	Control of Communicable Disease
#8453	HIV/AIDS
#8461	Reporting Violence, Vandalism, Alcohol, and Other Drug Abuse
#8462	Reporting Potentially Missing or Abused Children
#8465	Hate Crimes and Bias-Related Acts
#8467	Weapons
#8468	Crisis Response
#8470	Response to Concerted Job Action
#8500	Food Services
#8505	School Nutrition
#8506	School Lunch Program Bio-security Plan
#8540	Free and Reduced Rate Meals
#8600	Transportation
#8601	Pupil Supervision After School Dismissal
#8630	Bus Driver Responsibility
#8635	Pupil Transportation Vehicles and School Buses
#8651	Community Use of Transportation
#8660	Transportation by Private Vehicle
#8670	Transportation of Disabled Pupils
#8690	Monitoring Devices on School Vehicles
#8710	Property Insurance
#8740	Bonding
#8750	Employee Indemnification
#8760	Pupil Accident Insurance

#8770	School Board Insurance Group
#8810	Religious Holidays
#8820	Opening Exercises
#8821	Ceremonies and Observances
#8860	Memorials
#8901	Office Telephones
Community	
#9100	Public Relations
#9120	Public Relations Program
#9130	Public Complaints and Grievances
#9140	Citizens Advisory Committees
#9150	School Visitors
#9160	Public Attendance at School Events
#9161	Crowd Control
#9180	School Volunteers
#9181	Volunteer Athletic Coaches
#9190	Community Organizations
#9191	Booster Clubs
#9200	Cooperation Between Parents and School
#9210	Parent Organizations
#9230	Parental Responsibilities
#9240	Rights of Parents
#9260	Parental Liability for Vandalism
#9270	Home Schooling and Equivalent Education Outside the Schools
#9280	Parent Conferences
#9310	Cooperation with Municipal Agencies
#9320	Cooperation with Law Enforcement Agencies
#9323	Notification of Juvenile Offender Case Disposition
#9324	Sex Offender Registration and Notification
#9400	News Media Relations
#9500	Cooperation With Educational Agencies
#9541	Student Teachers/Interns
#9550	Educational Research Projects
#9560	Administration of School Surveys
#9700	Special Interest Groups
#9713	Recruitment by Special Interest Groups
#9720	Solicitations by Vendors

2. Second Reading of Policies & Regulations

Approve the second reading of the following policies and regulations of the Board of Education:

Policies & Regulations	Title
<i>Support Staff Members</i>	
#4111	Creating Positions
#4123	Probationary Period
#4124	Employment Contract
#4125	Employment of Support Staff Members
#4130	Assignment and Transfer
#4140	Termination
#4145	Layoffs

#4146	Nonrenewal of Non-tenured Support Staff Member
#4150	Discipline
#4152	Withholding an Increment
#4160	Physical Examination
#4161	Examination for Cause
#4211	Attendance
#4211.3	Consulting Outside the District
#4214	Conflict of Interest
#4215	Code of Ethics
#4218	Substance Abuse
#4219	Commercial Driver Controlled Substance and Alcohol Use Testing
#4220	Employee Evaluation
#4230	Outside Activities
#4233	Political Activities
#4240	Employee Training
#4250	Custodian Work Hours
#4281	Inappropriate Staff Conduct
#4321	Acceptable Use of Computer Network(s)/Computers and Resources by Support Staff Members
#4322	Staff Member's Use of Cellular Telephones
#4340	Grievance
#4352	Sexual Harassment
#4360	Support Staff Member Tenure
#4381	Protection Against Retaliation
#4410	Compensation
#4413	Overtime Compensation
#4415	Substitute Wages
#4420	Benefits
#4425	Work Related Disability Pay
#4425.1	Modified Duty Early Return to Work Program
#4431	Uncompensated Leave
#4431.1	Family Leave
#4432	Sick Leave
#4433	Vacations
#4434	Holidays
#4436	Personal Leave
#4437	Military Leave
#4438	Jury Duty
Finances	
#6111	Special Education Medicaid Initiative (SEMI) Program
#6141	Tax Revenues
#6150	Tuition Income
#6160	Grants from Private Sources
#6162	Corporate Sponsorships
#6210	Fiscal Planning
#6220	Budget Preparation
#6230	Budget Hearing
#6320	Purchases Subject to Bid
#6340	Multiple Year Contracts
#6350	Competitive Contracting
#6360	Political Contributions
#6362	Contributions to Board Members and Contract Awards
#6421	Purchases Budgeted
#6422	Budget Transfers
#6423	Expenditures for Non-Employed Activities, Meals, And Refreshments

#6424	Emergency Contacts
#6440	Cooperative Purchasing
#6450	Choice of Vendor
#6470	Payment of Claims
#6471	School District Travel
#6510	Payroll Authorizations
#6520	Payroll Deductions
#6620	Petty Cash
#6630	Athletic Fund
#6640	Cafeteria Fund
#6650	Scholarship Fund
#6660	Student Activity Fund
#6670	Investments
#6810	Financial Objectives
#6820	Financial Reports
#6830	Audit and Comprehensive Annual Financial Report
#6831	Withholding or Recovering State Aid
#6832	Conditions of Receiving State Aid

3. Fire Drill Report **Exhibit XV A: 3**

Approve the Fire Drill Report, for the month of February 2010, as per the attached exhibit.

4. Field Trips **Exhibit XV A: 4**

Approve Field Trips, as per the attached exhibit.

5. Professional Development/Workshops & Conferences **Exhibit XV A: 5**

Approve Professional Development/Workshops & Conferences, as listed in the attached exhibit.

6. Tuition Student(s)

Approve the following out-of-district student placements for the 2009/2010 school year:

Student	Placement	Grade/Class	Effective	Cost
B.D.	GCSS – Bankbridge	08/ED	03/03/10	*\$36,420.00
920515	Archway School (Change in Placement)	09/MD	03/11/10	\$39,807.25
S.D.	Bancroft School	09/MD	03/01/10	\$40,330.80
C.C.	Mary Dobbins School	11/MD	03/05/10	\$289.71 per day

*The DOE is no longer responsible for tuition for this student.

7. Terminate Out-of-District Placement(s) **None at this time.**

8. Homebound Instruction

Exhibit XV A: 8

Approve the Homebound Instruction as per the attached exhibit.

9. Fundraiser(s)/School Activities

Exhibit XV A: 9

Approve the following fundraisers/school activities for the 2009/2010 school year as listed below and as per the attached exhibits:

WTMS

- o Chick-fil-A Cheesecakes – Boys Basketball
- o Texas Roadhouse Night (4/15/10) – Boys Lacrosse
- o Chick-fil-A Cheesecakes – Boys Lacrosse
- o Photos of students “Hugging” a Tree for Arbor Day & Earth Day - Environmental Club (4/30 & 4/22)
- o Poetry & Creative Writing Contest (4/22/10) – Leo Club
- o Cheeburger Cheeburger Night (3/23/10) – Key Club
- o Coin Drop – Key Club
- o Paper Cutouts – Key Club
- o Hoagie Coupons – Key Club
- o Bok Bok Fresh Fundraiser Night (03/23/10) – Renaissance Club
- o Autism Speaks Puzzle Pieces – Renaissance Club

WTMS

- o Teacher & Staff Jeans Day – April 1 & May 28 – WTMS Teacher & Administration Scholarship Fund

10. Homeless Student(s)

- a. Approve the following Winslow Township student to attend school in the following district due to homeless status:

Student	School/Grade	Effective	School District
T.G.	No. 6/03	02/22/10	Gloucester Township

- b. Approve the following student to attend school in the Winslow Township School District on a tuition basis due to homeless status:

Student	School/Grade	Effective	Previous School District
921174	WTMS/06	12/14/09	Magnolia Public School

11. School No. 3 PTO Fundraisers/Activities

Approve the School No. 3 PTO to sponsor the following activities for the School No. 3 students:

- o Smencil Sale (scented pencils)
- o Bi-monthly pretzel sales
- o Quiver Farm Project – Eggs in an incubator will be delivered for the students to care for and in two weeks the eggs will hatch.

12. School No. 1 Activities

Approve School No. 1 to participate in the following activities:

- o Family Fun Fest for First Graders – March 18, 2010 from 6:00 – 8:00 p.m.
- o Fun Day – June 4, 2010 (full day event for students)

13. School No. 5 Mother/Daughter Tea

Approve School No. 5 to hold their Annual Mother/Daughter Tea for 5th grade girls on Wednesday, April 14, 2010 from 6:30 p.m. – 8:30 p.m.

14. School No. 6 Activities

Exhibit XV A: 14

- a. Approve School No. 6 H.S.A. to sponsor a Winslow Night at the Camden Riversharks game on June 25, 2010. Parents would purchase their tickets online for the special “Winslow” section in the stadium.
- b. Approve School No. 6 H.S.A. to invite author Lisa Willever to speak to students (on a date TBD) about being an author and writing.
- c. Approve School No. 6 H.S.A. to invite the Star Tellers to speak to students (on a date TBD) about science and technology.

15. School No. 5 & No. 6 – String Performance at Rutgers University

Exhibit XV A: 15

Approve the students at Schools No. 5 and No. 6 to attend the TDNV (Tonya Dorsey and New Vision) Gospel Concert at Rutgers University Camden on Sunday, June 6, 2010 at 4:00 p.m.

Note: Students will need parental consent and will be transported by their parents to the concert.

16. WTHS – Rowan University Society of Physics Students

Exhibit XV A: 16

Approve the Rowan University Society of Physics students to visit WTHS Physics and Physical Science classes, on a date to be determined, to provide science demonstrations at no charge to the district.

17. WTHS – The Dream Project

Exhibit XV A: 17

Approve the Camden Repertory Theater to provide WTHS students with an assembly, “The Dream Project,” on Wednesday, March 24, 2010 at 10:00 a.m.

Note: The assembly will cost \$1,500.00 (11-190-100-320-160-08).

8. Disposal of School Property

Exhibit XVI B: 8

Approve the Disposal of School Property as listed in the attached exhibit.

9. Professional Development – Understanding PERS and TAPF Retirement Plans

Approve Tyra McCoy-Boyle and Jonathan Houdart to attend the Professional Development Program Understanding PERS and TPAF Retirement Plans, Financial Planning and Understanding the Latest Legislative Changes on April 14, 2010 at a cost of \$100/each.

10. Request For Proposals (RFP)

Approve the Request for Proposals for the following groups:

- Custodians
- Maintenance
- Grounds
- Teacher Assistants
- Hall Monitors
- Educational Student Aides
- Before/After School

On a motion made by _____, seconded by _____, approval of Business Administrator/
Board Secretary's Report is granted.

Roll Call:

_____ Ms. Pitts

_____ Mr. Benjamin, Sr.

_____ Mr. Capaldi

_____ Mr. DiMeglio

_____ Mr. McGinnis

_____ Ms. Mitchell

_____ Ms. Tutt

_____ Ms. Yanez

_____ Mr. Tomasello

XVII. INFORMATIONAL ITEMS

XVIII. OLD BUSINESS

XIX. NEW BUSINESS (Discussion Items)

XX. EXECUTIVE SESSION

BE IT RESOLVED, the Board of Education will entertain a motion to adjourn into Executive/Closed Session for the purpose of:

- Student Hearings
- Personnel Matters
- Legal Matters

The information discussed in Executive/Closed Session may be disclosed to the public after formal action is taken by the Board of Education on these issues. Certain information that will be discussed in Executive/Closed Session is not to be disclosed to the Public; however, the Board may contemplate taking action at the conclusion of Executive/Closed Session.

<p>On a motion made by _____, seconded by _____, approval to move to Executive Session is granted at _____.</p> <p>Exceptions: _____</p> <p>Roll Call:</p> <p>_____ Ms. Pitts</p> <p>_____ Mr. Benjamin, Sr.</p> <p>_____ Mr. Capaldi</p> <p>_____ Mr. DiMeglio</p> <p>_____ Mr. McGinnis</p> <p>_____ Ms. Mitchell</p> <p>_____ Ms. Tutt</p> <p>_____ Ms. Yanez</p> <p>_____ Mr. Tomasello</p>	
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XXI. ADJOURNMENT OF EXECUTIVE SESSION Time:_____

<p>On a motion made by _____, seconded by _____, approval to adjourn is granted.</p> <p>Exceptions: _____</p> <p>Voice Vote: _____</p>
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XXII. PERSONNEL

1. Leaves of Absence

Approve the following Leaves of Absence pursuant to documents filed in the Office of Human Resources:

	Name	School	Position	From	To	
A	Lowe, Mozelle	MS	Hall Monitor	2/22/2010	4/1/2010	U
B	Kealey, Patricia (Revision)	MS	Teacher Assistant	1/21/2010-2/20/2010	1/21/2010-3/9/2010	P
C	Rivard, Karen	HS	Science Teacher	3/1/2010	4/1/2010	P
D	Norlin, Carrie (Revision)	HS	Student Assistance Coordinator	3/29/2010-5/14/2010 5/3/2010	3/15/2010-4/30/2010 5/14/2010	P U
E	Cassario, Bridget	No. 1	2 nd Grade Teacher	3/1/2010	3/29/2010	P
F	Martin, Kim (Revision)	No. 4	Kindergarten Teacher	5/10/2010-6/28/2010 9/1/2010	5/10/2010-6/30/2010 10/8/2010	P U
G	Bellino, Sandy (Revision)	Central	Assistant Transportation Coordinator	3/15/2010-3/30/2010	3/18/2010-3/30/2010	P
H	Morris, Kathleen (Revision)	No. 3	Custodian	Intermittent Leave 2/22/2010	5/10/2010	U U
I	Flick, Jill	No. 6	Special Ed Teacher	5/17/2010 5/24/2010	5/21/2010 6/30/2010	P U
J	Contravo, Deborah	No. 6	5 th Grade Teacher	5/12/2010 5/24/2010	5/21/2010 6/30/2010	P U
K	Tagmire, Carolyn	HS	Science Teacher	5/10/2010 5/17/2010	5/14/2010 6/30/2010	P U

2. Resignation

None at this time.

3. Retirement

Approve the following Retirement for the 2009/2010 school year:

	Name	Position	School	Effective Date
A	Gimbar, Marilyn	Teacher Assistant	No. 1	7/1/2010

4. New Hire

Approve the following New Hire for the 2009/2010 school year:

	Start Date	Name	Position	School	Prorated Salary
A	3/18/2010	Schneck, Michael	Assistant Transportation Dispatcher	Central	\$27,000

5. Substitutes

Approve the following Winslow Certified/Non-Certified Substitutes for the 2009/2010 school year.

	Certified		Non-Certified
A	Eke-Okoro, Stella	G	Taylor, Arlene
B	Mesmer, Elaine	H	Iannaco, Dawn
C	Walker, Melanie	I	Revels, Jacqueline
D	Angerstein, Eric	J	Humes, June
E	Fontenot, Karshena	K	Morris, Raymond
F	Kurdyla, William		

6. Volunteers

Approve the following Volunteers for the 2009/2010 school year:

	Name	Activity	School
A	Shawnnika, Brown-Self	Girls' Spring Track & Field Coach	MS/HS
B	Nagy, Christine	Girls' Lacrosse Coach	HS
C	Cunningham, John	Intramural Tennis	MS
D	Ralston, Jamie	Intramural Tennis	MS
E	Swartz, Fred	Christian Youth Fellowship	HS
F	Carroll, Gloria	Christian Youth Fellowship	HS

7. Big Brothers - Big Sisters

Approve the following individual to be the School-Based Mentor Liaison for the Big Brothers – Big Sisters of Camden and Gloucester Counties Program for the 2009/2010 school year:

	Name	School	Stipend	Effective Date
A	Weston, Monica	HS	\$5,000	9/1/2009

8. Co-Curricular Club/Activity Advisor

Approve the following Spring Coach at the High School for the 2009/2010 school year:

	Coach	Spring Sport	Stipend	Step
A	McCormick, Rachel	Head Boys' Spring Track & Field Coach	\$5,745.00	1

9. Sixth Period

Approve the following Sixth Period Teacher for the 2009/2010 school year:

	Name	School	Sixth Period	Prorated Stipend	Effective
A	Piccini, Ines	MS	Spanish	\$7,155	10/9/2009

10. Change in Assignment

Approve a Change in Assignment for the following individual for the 2009/2010 school year:

	Name	FROM		TO		Effective
		Position	Salary	Position	Prorated Salary	
A	Innocenzo, John	Math Facilitator	\$86,028	Math Supervisor	\$88,000	2/1/2010

On a motion made by _____, seconded by _____, approval of Personnel Items is granted.
Roll Call:
 _____ Ms. Pitts
 _____ Mr. Benjamin, Sr. _____ Ms. Mitchell
 _____ Mr. Capaldi _____ Ms. Tutt
 _____ Mr. DiMeglio _____ Ms. Yanez
 _____ Mr. McGinnis _____ Mr. Tomasello

XXIII. ADJOURNMENT Time: _____

On a motion made by _____, seconded by _____, approval to adjourn Meeting is granted.
 Exceptions: _____
 Voice Vote: _____